CALIFORNIA EMERGING ARTS LEADERS OF COLOR FELLOWSHIP PROGRAM

Administering Organization Grant Guidelines

Deadline: May 21, 2019 11:59 PM

The mission of the California Arts Council, a state agency,
is to advance California through the arts and creativity.

Learn more at www.arts.ca.gov.

California Arts Council

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Purpose: The California Arts Council (CAC), a state agency, was established in January 1976 to encourage artistic awareness, participation, and expression; to help independent local groups develop their own arts programs; to promote employment of artists and those skilled in crafts in the public and private sector; and to enlist the aid of all state agencies in the task of ensuring the fullest expression of our artistic potential.

The Council: The appointed Council of the CAC consists of 11 members. The Governor appoints nine members, the assembly Speaker appoints one member, and the Senate President pro Tempore appoints one member. Council members serve without salary, elect their own officers, and meet throughout the state to encourage public attendance. This body sets policy and has final approval of CAC grants.

Mission: Advancing California through the arts and creativity.

Vision: The CAC envisions a California where the lives of all Californians are enriched by access to and participation in a diverse spectrum of arts and cultural experiences and the arts ecosystem reflects contributions from all of California's diverse populations.

Funding: The CAC is a state agency, funded from the state's annual budget process and proceeds from the California Arts License Plate and the Keep Arts in Schools tax return voluntary contribution fund, supplemented by funds from the National Endowment for the Arts. Its grants are usually matched by foundations, individuals, earned income, government agencies, or other organizations.

Information Access: Due to the Public Records and Open Meeting Acts, applications and their attachments are not confidential and may be requested by the media and/or public. Meeting dates and locations are posted at www.arts.ca.gov. Observers may attend but may not participate in, or in any way interfere with, Council meetings. Each meeting provides a designated time for public comment, although comments may be time-limited.

Grant Process: Applications are evaluated by panels of experts, recognized in their respective fields, who rank applications according to program criteria. The CAC staff provides information but not recommendations to the panel. The Council reviews panel recommendations before making final funding decisions. CAC staff is responsible for grant contract administration after Council approval. In dire or unexpected circumstances, CAC reserves the right to make exceptions to any policy or procedure on a case-by-case basis.

Requirements: The CAC is mandated both by federal and state regulations to fund only organizations that have proof of nonprofit status under sec. 501(c)(3) of the Internal Revenue Code (Fiscal Receivers are eligible in some programs), or under sec. 23701d of the California Revenue and Taxations Code, or entities that are a unit of government; and that comply with the Civil Rights Acts of 1964, as amended; sec. 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975; the Drug-Free Workplace Act of 1988; California Government Code secs. 11135-11139.5 (barring discrimination); the Fair Labor Standards Act, as defined by the Secretary of Labor in part 505 of title 29 of the Code of Federal Regulation; the Americans With Disabilities Act of 1990 ("ADA"); the Fair Employment and Housing Act; and the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

Ownership, Copyrights, Royalties, Credit: The CAC does not claim ownership, copyrights, royalties, or other claim to artwork produced as a result of a CAC grant. However, the CAC reserves the right to reproduce and use such material for official, noncommercial purpose, including but not limited to use on the CAC website, social media and print materials. In addition, the CAC requires documentation of grants activity, and appropriate credit for CAC partial support.

CALIFORNIA EMERGING ARTS LEADERS OF COLOR FELLOWSHIP PROGRAM
ADMINISTERING ORGANIZATION GRANT GUIDELINES
Phase 1 Application Deadline:
May 21, 2019 11:59PM

Apply at calartscouncil.smartsimple.com
Grant Activity Period: 10/1/2019-10/1/2021

Program Overview

The California Arts Council (CAC) is piloting a new fellowship program to strengthen the field of arts and culture in California. The program will be designed to invest in the future of a creative California by uplifting an inclusive workforce in arts and culture and supporting the vibrancy of the organizations that are creating and preserving the cultural identities of all California communities.

Made possible by a grant from the James Irvine Foundation and one-time increased state arts funding, the CAC will award funds to an Administering Organization (AO) that will develop and administer the pilot fellowship program statewide over two years.

The AO will pair approximately 10-12 emerging arts administrators of color with an equal number of arts and culture organizations dedicated to equity and community engagement for a nine to 12 month paid fellowship. Host organizations and fellows should represent the geographic diversity of California appropriate for a statewide pilot program. With oversight by the CAC, the AO will design and administer an application process for both fellows and host organizations; supply a suite of resources for the fellows, including a livable wage stipend; and provide professional development activities and immersion in a learning community. It will also re-grant financial assistance and provide guidance to the host organizations to create an effective fellowship experience for the organizations and the fellows.

Background and Purpose

The CAC is committed to ensuring a vibrant, inclusive, resilient and healthy arts and culture ecosystem in California, in which the staff and programs of arts and cultural organizations reflect the diversity, creativity and cultures of their communities.

The CAC recognizes the historic marginalization of people of color within the field of arts administration and acknowledges the barriers to the arts and culture field among people of color are compounded by the intersection with socio-economic status, geographic isolation, gender identity, and disability. Some identified structural barriers to careers in the arts include the culture of unpaid internships within the arts, inaccessible educational requirements by employers, or geographic and/or social isolation from cultural institutions with paid staff opportunities. This program will be to both support the

professional trajectory of individuals who otherwise may not have the opportunity to develop their careers as arts administrators and to increase the capacity of arts organizations for authentic community engagement with those they serve.

Funds from the James Irvine Foundation and the CAC will support a grant totaling approximately $1,165,000 to the AO. This investment from the James Irvine Foundation and the CAC is a testament to the belief that creating pathways to leadership for people of color is imperative for the future of a creative, just and vibrant California.

Program Structure

The CAC will award one grant to an AO to develop and implement a robust statewide program for fellows and host organizations. (See qualifications and program requirements.)

Program Funding Partners:
James Irvine Foundation and California Arts Council
The James Irvine Foundation provided a grant to the CAC for the creation and implementation of the fellowship program, with additional funding allocated from a one-time increase to the CAC's local assistance grants budget. As a funding partner, the James Irvine Foundation will serve in an advisory capacity, providing quarterly check-ins with the AO via the CAC, and will be available to serve on grant/application review panels.

Program Oversight:
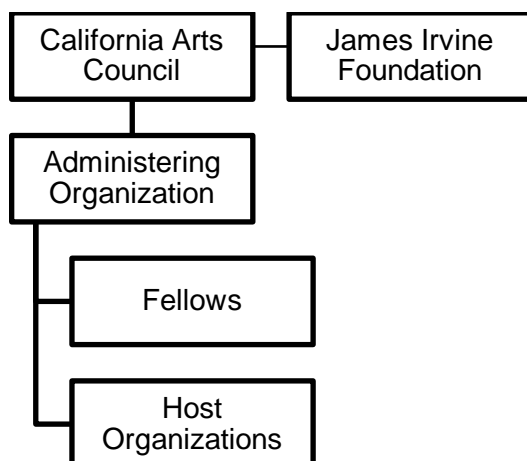*California Arts Council*
The CAC will be responsible for distributing funds to the AO. The CAC will partner with the AO to develop an oversight plan for the CAC that will include providing input and approval on program development and implementation, serving on review panels for fellows and host organizations, and serving as a thought partner throughout the pilot program. The CAC expects to participate in monthly check-in meetings with the AO, at minimum. The CAC will also conduct a program evaluation to document the learning and progress of the program.

Program Administration:
Administering Organization
The AO will be responsible for the development and implementation of the statewide pilot program from program development, outreach and marketing, and application processes for fellows and host organizations through the implementation and culmination of the fellowship program, re-granting management, and reporting. (See qualifications and program requirements.)

Program Structure Schema

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┌─────────────────┐      ┌─────────────────┐
│ California Arts │──────│  James Irvine   │
│    Council      │      │   Foundation    │
└─────────────────┘      └─────────────────┘
        │
┌─────────────────┐
│  Administering  │
│  Organization   │
└─────────────────┘
        │
        ├──┌─────────────────┐
        │  │     Fellows     │
        │  └─────────────────┘
        │
        └──┌─────────────────┐
           │      Host       │
           │  Organizations  │
           └─────────────────┘
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Funding

The AO grant will be approximately $1,165,000 for the following purposes:

- AO program administration: Up to $315,000 for program administration for two-year activity period
- Fellow stipends: Approximately $50,000 per fellow for a nine to 12 month fellowship
- Organizational stipends: Approximately $25,000-35,000 per organization for fellow benefits such as health insurance and other benefits, and organizational costs related to hosting a fellow

Application Process

This is a two-round application process. Round 1 applications will be accepted online through the CAC's online grants management system at calartscouncil.smartsimple.com. Only applications submitted through the online system by the deadline will be accepted. Round 1 applications will be assessed by a peer review panel. Based on the assessment of the peer review panel, finalists will then be selected to submit a Round 2 final application that includes a full project plan. Finalist applications will be assessed by a peer review panel. From the peer review panel for the final applications, a single grant will be recommended to the California Arts Council for final approval. The final authority for grant decisions is the appointed Council. After receiving and reviewing the peer panel's ranking recommendations, the Council will consider the panel's recommendation and make final funding decisions at a public meeting.

Administering Organization Applicant Eligibility

- All applicant organizations must have a principal place of business in California.
- The applicant organization must demonstrate proof of nonprofit status under section 501(c)(3) of the Internal Revenue Code, or section 23701d of the

California Revenue and Taxation Code, or must be a unit of government, including California Native or Indigenous tribal governments.

- ***Note:*** *Nonprofit applicant organizations may partner with other organizations or individuals to fulfill the grant requirements. Partnering entities do not need to have nonprofit status.*

- Applicant organization must be in good standing with the State of California and be able to conduct business in California.

- Organizations that are funded through the New California Arts Fund of the James Irvine Foundation are not eligible to apply to for this Administering Organization grant.

Applicant Organization Qualifications

Applicant organizations and their partnering personnel and/or organizations (if applicable) will be assessed according to the ranking guide (page 11) on the strength with which they demonstrate the following:

Organizational Capacity and Readiness

- Applicant organization and/or key project personnel must have a minimum of five years of experience working with the nonprofit and/or arts and culture fields in California and must represent communities of color.

- Applicant organization and /or key personnel must demonstrate 5 years of experience reaching diverse communities across the state, such as: communities of color, communities of varying economic means, people with differing technical abilities with computers and Internet communications, racially and ethnically diverse individuals, people with disabilities, LGBTQIA+ people, rural communities, tribal communities, immigrant and refugee communities, people without institutional educational opportunities, and communities that have principal languages other than English.

- Applicant organization and/or key project personnel must demonstrate at least two years of grants management experience and demonstrate administrative and organizational capacity to administer grant programs, including application submission and review processes, financial tracking, and grants management capability.

- Applicant organization and/or key personnel must demonstrate ability to design and implement program with statewide reach that includes rural communities and regions outside of major metropolitan areas.

- Applicant organization and/or key personnel must demonstrate deep knowledge and understanding of the arts and culture ecosystem and an understanding of nonprofit management.

Program Design and Implementation

- Applicant organization and/or key project personnel must demonstrate ability to develop and administer a fair and equitable process to identify and pair organizations and individuals from across the state to participate in the program.

- Applicant organization and/or key project personnel must demonstrate past experience and capacity to implement cohort learning curriculum, learning community activities, and leadership development programs.
- Applicant organization and/or key project personnel must demonstrate ability to brand and appropriately market fellowship program to communities of color.

Experience with Engagement and Equity

- Applicant organization and/or key project personnel demonstrate strong commitment to cultural and racial equity and a deep understanding of community engagement that is of, by and for communities.
- Applicant organization and/or key project personnel must demonstrate experience incorporating strategies to address racial, economic, and geographic equity.
- Applicant organization and/or key project personnel demonstrate the ability to reach and support diverse host organizations (inclusive of geography, budget size, community and artistic/cultural context).
- Applicant organization and/or key project personnel must demonstrate capacity to conduct outreach to and effectively engage potential fellowship applicants from diverse communities across the state.
- Applicant organization and/or key project personnel must demonstrate capacity to effectively engage with fellows in a manner that supports their successful completion of the program.

Administering Organization Responsibilities

With oversight from the California Arts Council, the AO will be responsible for the following:
- Developing and maintaining a detailed fellowship program framework and workplan with clear timeline, outcomes and deliverables to be approved by the CAC
- Managing two grant processes: 1) to identify the host organizations and 2) to identify the individuals to participate in the fellowship program
  - o Developing the guidelines and application processes, managing the collection of applications, providing technical assistance to applicants, screening applications, and coordinating the decision-making process under advisement of CAC and the James Irvine Foundation
  - o Determining effective duration of fellowship placement (nine to 12 months)
  - o Administering grant contracts, including all compliance and reporting functions and financial tracking
  - o Implementing outreach, marketing and brand strategy to potential host organizations and fellows that addresses historic barriers to participation
  - o Providing oversight to ensure organizational and individual commitment
- Developing and implementing a cohort-based learning community for the fellows

- o Developing accessible resources for sharing information and co-learning activities
- o Developing and managing at least one full cohort convening
- o Creating and distributing curriculum and materials for fellows
- o Facilitating fellows' participation in the James Irvine Foundation's New California Arts Fund (NCAF) learning events and annual convening
- o Tracking and reporting on results of learning community activities and fellow and host experiences
- Providing support and guidance to the host organizations
  - o Ensuring organizational capacity to host fellows and commitment to cultural equity
  - o Developing and overseeing compliance policy for permitted expenditures of host organization stipend, including fellow benefits such as health insurance and other benefits, and organizational costs related to hosting a fellow
- Participating in program evaluation that could include feedback and data collection.

PROGRAM TIMELINES

Administering Organization Application Timeline

April 4, 2019	Guidelines released
May 21, 2019 11:59 PM	**Round 1: Application due (online)**
June 27, 2019	Round 1: Application review panel
July 9, 2019	Round 2: Final application invitation to finalists
August 8, 2019 11:59 PM	**Round 2: Final application due (online)**
August 22, 2019	Round 2: Full application panel review
September 2019	AO grant approved by California Arts Council

Proposed Grant Activity Timeline (October 2019 - October 2021)

Phase 1: Program Design:

September 2019	Council votes on AO grant award in public meeting
October 2019	CAC enters into two-year grant contract with AO

| Oct - Dec 2019 | AO develops program under CAC management |

Phase 2: Host Organization & Fellow Selection:

January 2020	AO solicits host organization applications
March 2020	AO conducts panel review of host organization application under CAC management with advisement by Irvine; host organizations selected
April - June 2020	AO supports preparation by host organizations under CAC management
February - March 2020	AO solicits fellow applications
April 2020	AO conducts panel review of fellowship application under CAC management with advisement by Irvine
May 2020	Fellowships awarded; public announcement

Phase 3: Fellowship Implementation:

June – August 2020	AO supports program preparation for fellows and host organizations
August 2020	Fellows begin nine to 12 month placement
Fall 2020	Fellows & host organizations participate in Irvine NCAF convening
February 2021	Fellows participate in program-specific cohort convening administered by AO
June - August 2021	Fellowships completed
October 2021	AO submits final report and program assessment under CAC management

Application Round 1: Requirements

Grants Managements System Registration

All grant applications must be submitted in the California Arts Council online grants management system, calartscouncil.smartsimple.com. Please refer to CAC Registration Information for additional guidance. Please have the following information and documentation prepared prior to beginning your registration. Once registered, you will select "EALC Administration" under Funding Opportunities. This following information will populate the Organization Details tab in the EALC application.

- Applicant Organization Federal EIN
- Applicant Organization DUNS Number, obtainable from the Dun and Bradstreet Request Service website
- Applicant Organization contact information, including business address, mailing address (if different), county name, phone and fax number (if available), and website
- Organizational mission statement and purpose
- Brief summary of Applicant Organization's core programs and services

Applicant Information

- Total Operating Revenue from last completed fiscal year
- Provide a brief summary of your proposal indicating how CAC grant funds would be used. This description will be used to introduce your proposal to the review panel. If funded, this description may be used as the Scope of Work in your grant contract and will be binding. It may also be edited by CAC and used to summarize your proposal in public documents.
- National Endowment for the Arts Accessibility Check List review

Proposal Upload

Please upload the following documents as individual PDFs in the Proposal Upload Tab. You can drag and drop files by clicking the orange upload icon. Each file must be named with the following structure: *"Upload 1_applicant org name"*

UPLOAD #1: Narrative Questions

Please upload a PDF of your responses to the following questions. Please number each response.

1) Describe why your organization or team is interested in serving as the Administering Organization; how this statewide pilot program aligns with your mission, values and services; and why you are uniquely qualified to serve as the AO.
2) Describe your organization's or team's breadth and depth of knowledge about the arts and culture community as well as the nonprofit field in California.
3) Describe how your organization is representative of communities of color.

4) Describe your organization's experience reaching diverse communities across the state, such as: communities of color, communities of varying economic means, people with differing technical abilities with computers and Internet communications, racially and ethnically diverse individuals, people with disabilities, LGBTQIA+ people, rural communities, tribal communities, immigrant and refugee communities, people without institutional educational opportunities, and communities that have principal languages other than English.

5) Describe your organizational capacity to administer grant programs, including application submission and review processes, financial tracking, and grants management capability. Please include a description of the human and organizational resources you plan to use to administer the program: Who will do the work and with what tools?

6) Describe your organization's experience incorporating strategies to address cultural and racial equity and inclusion/belonging.

7) Describe your organization's experience with and approaches to community engagement strategies that are of, by and for communities.

8) Describe your organization's experience with and general approach to developing and implementing cohort learning curriculum, learning community activities, and/or leadership development programs.

9) Describe a general vision for a successful statewide pilot fellowship program, including a description of the following:
   i) Outreach approach to identify a range of host organizations that are committed to engagement and cultural equity, and that represent the artistic, cultural and geographic diversity of the state, and process design that is accessible to those organizations.
   ii) Fair and equitable approach for outreach, marketing and grantmaking to identify emerging arts professionals of color to participate in the fellowship program and process design that is accessible to those individuals.
   iii) Approach to fostering a cohort of individuals and organizations that represent diverse geographic regions of the state, including rural communities and regions outside of major metropolitan areas.

UPLOAD # 2: Bios of Key Personnel
Bios of all staff, consultants, and/or partners that will be working on the program. Please include website addresses if applicable.

UPLOAD #3: Financial statements
Applicant organization's financial statements or Profit and Loss statements for three years that demonstrate financial capacity to administer the program.

UPLOAD #4: Budget
General proposed budget breakdown for approximately $315,000 in program implementation funds, including staff/personnel and other expenses.

UPLOAD #5: Related Project List
List of relevant projects conducted by applicant organization, consultants, and/or partners including brief description, dates, partners or clients, and key personnel.

Payee Data Record

In the Payee Data Record Tab, you will follow the instructions to download, complete and upload a Payee Data Record.

Application Round 2: Requirements

Those invited to submit a final Round 2 application will be required to submit additional materials as instructed by CAC staff, including a detailed program plan, Data Arts Funder Report, and detailed administrative budget.

Peer Panel Evaluation and Ranking Process

The panel's review of applications is a multi-step process and involves assigning numerical ranks (1-6) to an application. Panelists' ranks are averaged to obtain the final score. Final ranking and funding allocations may be made according to the first decimal place within each rank as necessary.

For each of the rankings listed below, the description refers to the complete content of the application as submitted by the applicant.

6	Exemplary	Meets all of the review criteria to the highest degree possible.
5	Strong	Meets all of the review criteria in a significant manner.
4	Good	Meets all of the review criteria to some extent; however, areas of the application need improvement, development, or clarification.
3	Marginal	Does not meet the majority of the review criteria in a significant manner.
2	Weak	Significant inadequacies in addressing review criteria; proposals that do not meet the project requirements or grant program goals.
1	Ineligible	Incomplete applications, applications that do not meet eligibility criteria. Former grantee organizations not in compliance with CAC grant requirements.

What the CAC Does Not Fund

- Individuals (as applicants)
- Hospitality or food costs
- State agencies (as applicants)
- Federal agencies (as applicants)
- Non-arts organizations not involved in arts activities (as applicants)
- For-profit organizations (as applicants)

- Former grantee organizations not in compliance with CAC grant requirements (as stipulated in grant agreement)
- Fundraising activities or services such as annual campaigns, fundraising events, or grant writing
- Programs or services intended for private use, or for use by restricted membership
- Projects with religious purposes
- Operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institutions
- Trusts, endowment funds or investments
- Capital outlay, including construction projects or purchase of land and buildings
- Equipment
- Debt repayment
- Out-of-state travel
- Expenses incurred before the start date or after the ending date of the grant activity period
- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials or specific legislation

Grantee Requirements

Grantees must comply with all requirements as stipulated in the grant agreement including but not limited to the following:

- Grantees are required to carry out activities consistent with the application approved for funding. Requests to make changes to funded activities require prior written approval from CAC staff. Requests for changes are considered on a case-by-case basis; approval is not guaranteed.
- To better inform our elected representatives as to the value of the arts and the use of state funds, you will be expected to include—with your approved grant agreement—photocopies of signed letters that you have sent to the Governor and your State Senate and Assembly representatives thanking them for your grant.
- Use the CAC logo on all printed, electronic materials and websites (programs, catalogs, postcards, posters, newsletters, leaflets, publications, etc.) that specifically reference this grant.
- Credit the CAC on all printed and electronic materials: *"This activity is funded in part by the California Arts Council, a state agency."*
- Reports summarizing grant-funded activities and accomplishments will be required.

Appeal Process

Appeals to CAC funding decisions must be submitted on an official Appeal Form, available from the CAC, and postmarked within 45 days of the decision. Appeals are granted only on the following grounds:

1. Panel's assessment was based on a misstatement of factual information as contained in the application such that it negatively influenced the panel's recommendation; and/or

2. Incorrect processing of the required application material such that it negatively influenced the panel's assessment of the applicant's request for funding.

   Note: Dissatisfaction with award denial or with award amount is not grounds for appeal.

Staff Assistance

CAC staff is available to offer guidance and clarification in preparing your proposal. We recommend that you contact staff well in advance of the deadline to ensure you can be accommodated. Translation services are available upon request to staff. People who are Deaf, Hard of Hearing, have difficulty speaking, or who are Deaf Blind may dial 711 to reach the California Relay Service (CRS). Large print is available upon request.

Applicants to this program are highly encouraged to contact the Program Specialist before starting an application to this program

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